



KETEGAUNSEEBEE IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: Teachers Assistant
Starting Range: \$23.33 – \$26.23 (Pending Education & Experience)
Location: Education Unit
Report to: AIM Coordinator/Teacher

POSITION SUMMARY

The Teachers Assistant (TA) is responsible for helping our Lead Teachers in educating students at Adults in Motion. The TA will work with students of various ages and educational needs, while learning how to craft effective lesson plans and organize classrooms. The TA will play a vital role in the classroom, working to support teachers working with individuals, or groups of students. The Teachers Assistant functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Help teachers prepare lesson plans
- Set up necessary material for classes (e.g. projectors, chemistry sets)
- Track student attendance and class schedules
- Review material taught in class with individual students with learning challenges
- Work with smaller groups of students for remedial teaching or reinforcing the learning process
- Escort and supervise students in field trips and school activities
- Make sure classrooms are safe and tidy before classes start
- Assist teachers with various tasks, like grading assignments and informing parents of their children's progress
- Help students adjust, learn, and socialize and report to teachers about possible behavioral issues
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- Organizing, coordinating, and delivering Indigenous cultural and land-based educational opportunities
- Coordinating a Breakfast program for AIM students
- Participating in and organizing extracurricular activities
- Participate in community activities and training initiatives.
- All other duties as assigned and/or required

QUALIFICATIONS

- **Required two-year college diploma in a related field;**
- Required three years experience as a Teachers Assistant;
- Experience working with Adults and/or First Nation students;
- Familiarity with school administrative tasks and learning methods;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to build a trusting relationship with students, teachers and parents;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **October 7th, 2021 at 4:30pm**. Please address the envelope and/or email **"Teachers Assistant– 2021-85"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: September 22nd, 2021

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

